

HEAD AUTOMOTIVE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS:

This is a highly skilled position involving laying out and leading the work of journeymen automotive mechanics. Incumbents are responsible for performing the most difficult tasks of the trade and must possess a thorough knowledge of such. Work is broadly outlined by a supervisor permitting wide leeway for planning and supervising jobs. Supervision may be exercised over the work of Automotive Mechanics and subordinate personnel.

TYPICAL WORK ACTIVITIES:

1. Locates trouble in motors and prescribes the needed repairs;
2. Leads in the repair of gasoline and diesel motor equipment such as automobiles, trucks, motorcycles, graders, bulldozers and other equipment;
3. Grinds valves and fits new bearings, pistons and rings;
4. Repairs or overhauls brake systems, transmissions and front and rear axles;
5. Prepares requisitions for parts and materials;
6. Keeps repair and maintenance records;
7. May do welding and other body work;
8. May supervise and participate in the operation of machine shop equipment such as lathes, shapers, planners, grinders, and other metal-working machines;
9. May instruct in the operation of complex motor equipment;
10. May be required to drive a school bus;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of automotive and construction equipment mechanics, repair methods, tools, terminology and accident precautions of the trade; good knowledge of safety practices and OSHA standards for the trade; ability to lay out and supervise the work of others; ability to work from plans and specifications and to follow rough sketches and oral instructions; ability to get along well with others; initiative; dependability; manual dexterity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Four years of full-time experience performing skilled automotive repair work, or an equivalent combination of training and experience.

NOTE: Courses in automotive mechanics and repair may be substituted for a maximum of two years of experience on a year-for-year basis. Thirty credit hours equivalent to one year of experience.

SPECIAL REQUIREMENT:

Possession of a valid driver's license. In jurisdictions where the operation of a school bus may be required, candidates must be eligible for the appropriate level commercial driver's license at the time of application and possess said license at the time of appointment.

TR3307

REVISED: 06/15/81 03/01/96